



FORM 6-58 **44h** USE PREVIOUS EDITIONS.

ABSTRACT FILE SLIP

(18)

6. THAT THE RETENTION PERIOD FOR MAINTAINING CABLES BE REDUCED TO SIX MONTHS

In 1960 a Records Control Schedule for CS Support Staff records authorized destruction of extra copies of in and out cables (chrono copies) after six months. Cable Secretariat keeps a six-month file of all cables and furnishes reference service during this period. After six months references are furnished as needed, by the Cable Archives. The other registries studied are destroying chrono copies after six months and have experienced no difficulty in obtaining service on cables that are more than six months old.

25X1 WH [] is maintaining its cables for 18 months. These cables now occupy 18 cubic feet of file space. A check with secretaries at the branch level indicated that chrono copies are being maintained for "a year or more"; in addition, the action copies are also available for longer periods.

25X1 WH cables over six months old should be destroyed and the [] should discontinue keeping the chrono copy beyond a six-month period. Removal of cables over six months old would eliminate ten cubic feet of inactive files from the []. Disposal of old cables would also permit the release of one 4-drawer safe now occupied by the cables. The space occupied by the latest cables would be adequate for filing current accumulation of cables as the amount of cables in file would never exceed a seven-month total.

7. THAT UNNEEDED SURPLUS FILING EQUIPMENT BE REMOVED FROM THE []

25X1 Fourteen safes of varying types and sizes are housed by the []. Three of these contain records not serviced by [] personnel. The others contain records, both current and inactive, card files, abstracts, storage space, and miscellaneous items.

25X1 Time out for a general housecleaning to rid the safes of inactive files, unnecessary papers, and a consolidation of the remaining records should permit the [] to release five safes.

25X1 This would produce better space utilization, more economical maintenance, fewer records to house, and less to destroy. A savings in equipment of \$2,576 could be realized and, in addition, the security hazards would be lessened with fewer safes in the [].

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DDP Survey

WH

RECORDS MANAGEMENT PROGRAM

25X1

5/14/63

Circulated to all Mbrs. of RAS,
including Sen. Sullivan (RC), +

25X1

SURVEY REPORT OF THE

DDP/ WH

25X1

PREPARED BY

Records Management Staff
April 26, 1963

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